

Customizing the Quick Access Bar



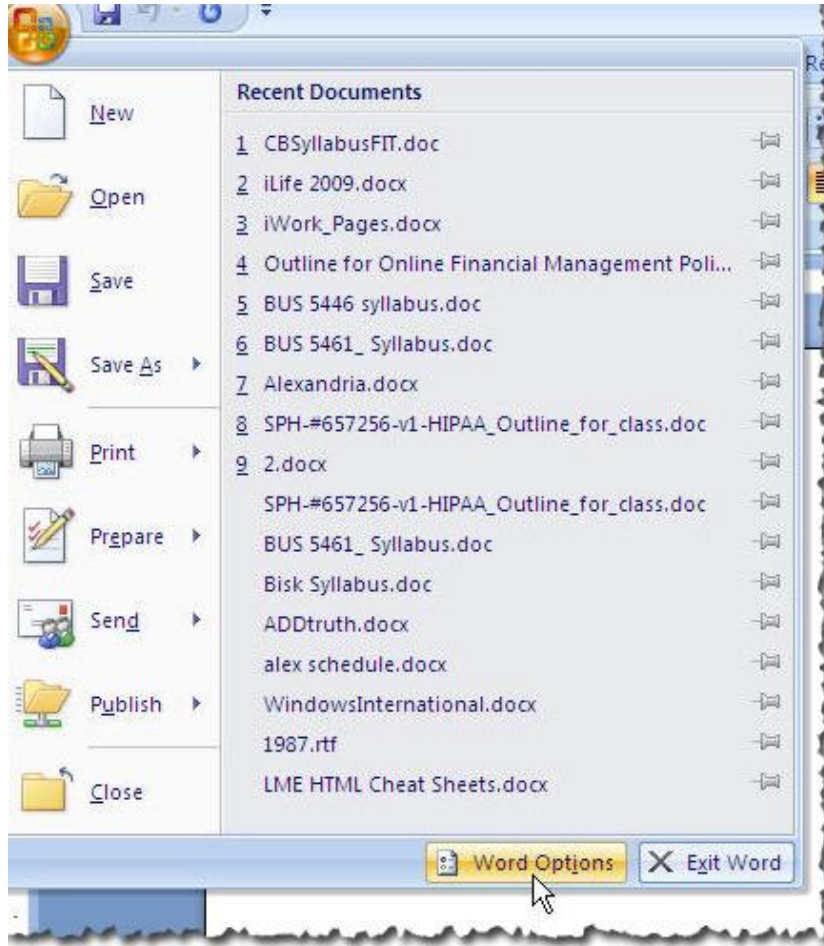
- Previous versions of Office let you easily disable or modify “features” you hated such as “auto menus” and “Clipit” the talking paperclip.
- Previous versions of Office let you create or customize features you did such as customizing toolbars, customizing buttons, creating custom macros you could make custom buttons for, creating custom toolbars made of your custom buttons that used your custom macros and so on.
- Life was awesome.
- With every new version, Microsoft stripped away features that made life easier, replacing them with counter-intuitive features that made life difficultier.

“Without third party add-ins, it is not possible to remove the Ribbon, modify it, or replace it with menus with the normal Office 2007 functions. There are third party add-ins which can be purposed that can bring menus and toolbars to Office 2007 as well as add-ins which allow users to customize the Ribbon commands. However, the upcoming Microsoft Office 2010 is expected to allow users to customize the ribbon right out of the box.”

- Wikipedia (no source cited)

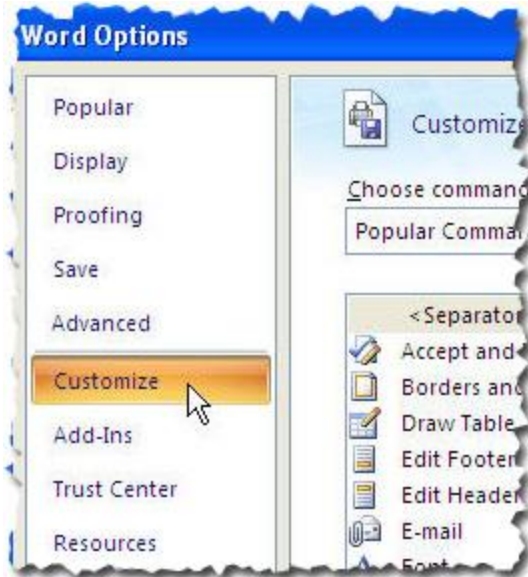
- In this tutorial, you’ll learn to exercise what little control you have left - customizing the quick access bar.

Opening Word Options



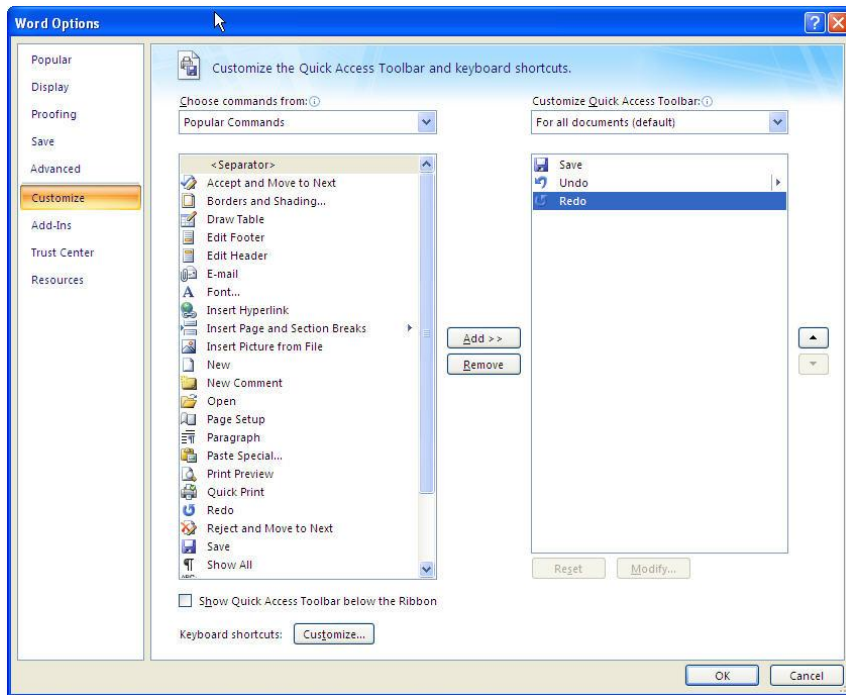
1. Click the “**Office Button.**”
(One of many new and stupid features)
2. Click **Word Options.**

Customizing Word Options 1



1. Click **Customize**.

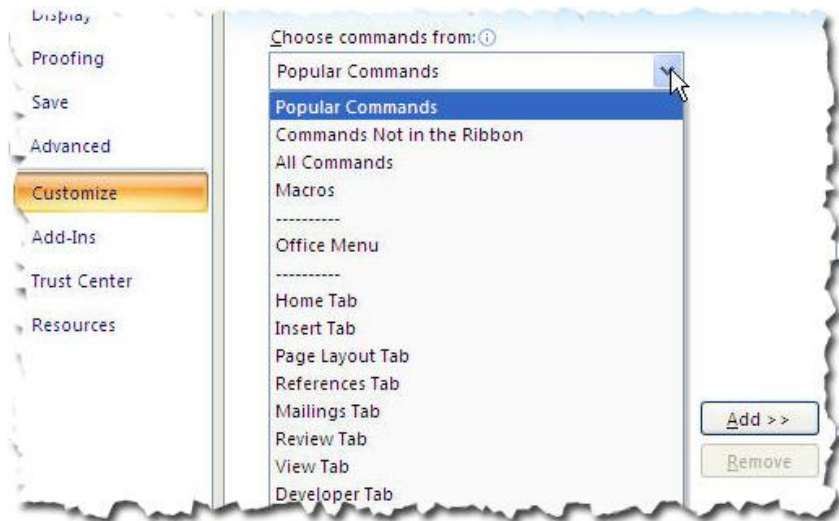
Customizing Word Options 2



Removing Items from the Quick Access Bar

1. On the left is what you may or may not want; on the right is what you have.
2. The first thing I did was remove Save and Undo (*because I learned Ctrl+S and Ctrl+Z in the womb*) and Redo by selecting them and clicking **Remove**.

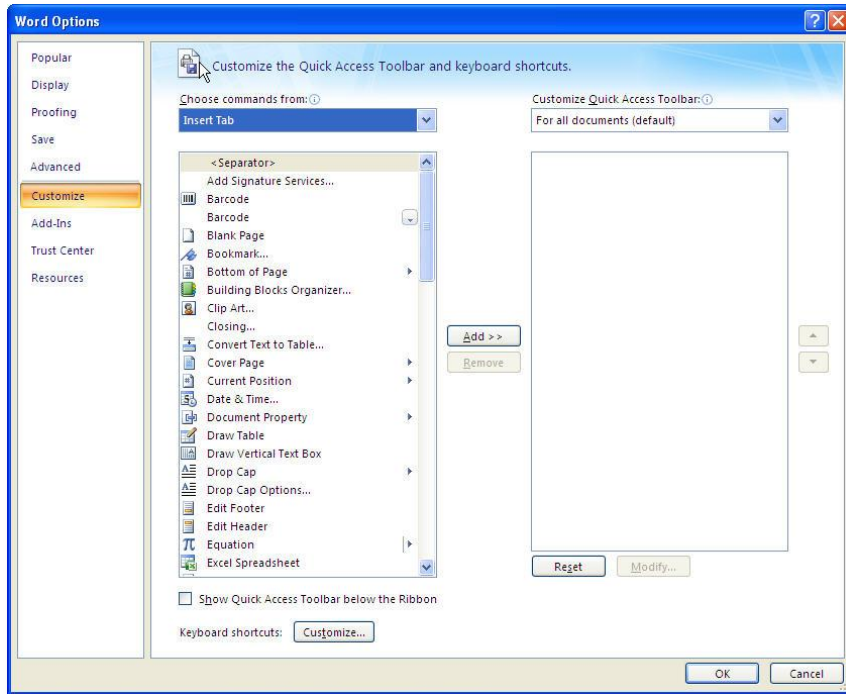
Customizing Word Options 3



Adding Items to the Quick Access Bar

1. By default, the listed items are Popular Commands. Choose Home, Insert, etc. from the **Choose Commands From** menu. Note that commands may not be where you expect them to. A good place to look is under the **Office Menu** category.

Customizing Word Options 4



Adding Items to the Quick Access Bar Cont.

2. Either select a command and click **Add** or double-click the command to move it to the right column.
3. Click **OK** when finished.

